



# Troops to Teachers

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*Proud To Serve Again*

**DEPARTMENT OF DEFENSE  
DEPARTMENT OF EDUCATION**

**Troops to Teachers**

**PROGRAM OVERVIEW**

**Background**

Troops to Teachers (TTT) was established in 1994 as a Department of Defense program. The National Defense Authorization Act for FY 2000 transferred the responsibility for program oversight and funding to the U.S. Department of Education but continued operation by the Department of Defense. The No Child Left Behind Act of 2001 provides for the continuation of TTT through Fiscal Year (FY) 2006. TTT is managed by the Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, Florida.

**Goal and Objectives**

Reflecting the focus of the No Child Left Behind Act of 2001, the primary objective of TTT is to help recruit quality teachers for schools that serve students from low-income families throughout America. TTT helps relieve teacher shortages, especially in math, science, special education and other critical subject areas, and assists military personnel in making successful transitions to second careers in teaching.

**Current Status**

Funding has been appropriated for FY 2005 to provide financial assistance to eligible participants, provide placement assistance, referral services, and maintain a network of state offices. Military personnel interested in a second career in public education may submit a registration form to DANTES.

**Program Function**

The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in targeted schools. A network of State TTT Offices has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification, and employment leads. The TTT homepage provides information and resource links, including a job referral system to allow participants to search for job vacancies as well as links to state Departments of Education, state certification offices, model resumes, and other job listing sites in public education.

Pending availability of funds, financial assistance may be provided to eligible individuals as stipends up to \$5K to help pay for teacher certification costs or as bonuses of \$10K to teach in schools serving a high percentage of students from low-income families. Participants who accept the Stipend or Bonus must agree to teach for three years in targeted schools in accordance with the authorizing legislation..

**Eligibility**

Educational and Service eligibility requirements for Referral and Placement Assistance services and Financial Assistance are outlined on the reverse side of this Overview and are also available on the TTT Home Page at [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com). Also available is a "Self Determination Guide" to quickly assess eligibility.

**Registration**

Register with Troops to Teachers by contacting your base Education Center/Navy College Office or download a registration form from the TTT Home Page. Eligible active duty and reserve personnel may register with Troops to Teachers at any time. Counseling and information are available to all participants, however, financial assistance may not be provided to active duty personnel until one year prior to retirement. Contact the DANTES Troops to Teachers office regarding questions about eligibility or services offered.

The Department of Education establishes the operating rules that govern the schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. There are revised rules which determine these eligible schools. These revised rules will take effect for anyone registering in the Troops to Teachers program on or after the implementation date of 15 Sep 05. For details see the Policy Statement dated 13 Sep 05.

**Contact Information**

For more information about Troops to Teachers, write or call:

**Address:** DANTES Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

**Home Page:** [www.ProudToServeAgain.Com](http://www.ProudToServeAgain.Com)

**Phone:** 850-452-1241

**Toll free:** 1-800-231-6242

**DSN:** 922-1241

**E-mail:** [ttd@voled.doded.mil](mailto:ttd@voled.doded.mil)

**State Placement Assistance Offices:** For a listing of the State Offices, call DANTES or visit the Home Page at the above address.

Revised 09/15/05

## Policy Statement

Subject: Implementing Department of Education Troops to Teachers Operating Rules

Date: 13 September 2005

Reference: Federal Register: July 1, 2005 (Volume 70, Number 126)

The Department of Education has established operating rules that defines those schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. As of 15 September 2005, the following rules will apply for any Troops to Teachers participant registering for the program on or after the implementation date:

Troops to Teachers participants who accept financial assistance in the form of a Stipend or Bonus incur an obligation to teach for three years in schools or school districts that meet specified criteria as outlined below:

- **STIPEND:** Participants accepting the \$5K stipend are obligated to teach for three years in:
  - (a) any school within a school district that has at least 20% of the students who come from families living below the poverty level,
  - or
  - (b) a school house where at least 50% of students are eligible for the free or reduced cost lunch program or have a “high percentage” (determined annually) of students with disabilities, so long as that school is in a school district that has between 10 and 20% of students who come from poverty level families.
- **BONUS:** Participants may accept a bonus of \$10K in lieu of the stipend if they are employed as a teacher in a school district that has at least 10% or greater of the students who come from families living below the poverty level and are:
  - (a) teaching in a school house where at least 50% of students are eligible for the free or reduced cost lunch program,
  - or
  - (b) teaching in a school house that has a “high percentage” (determined annually) of students with disabilities.

Participants who registered prior to 15 September 2005 may fulfill their teaching obligation under the operating rules in affect as of their date of registration.

### DEFINITIONS:

**Poverty level:** Poverty level refers to students within a school district who come from families with incomes below the poverty level for that area. The Census Bureau determines the percentage of poverty level students for a school district. Poverty level percentages have been calculated based on the Census Bureau data and are available on the Troops to Teachers web site. The Census Bureau web site providing school district poverty data by state is at: <http://www.census.gov/housing/saipe/sd03/>

**Free or Reduced Cost Lunch:** Free or reduced cost lunch refers the National School Lunch Program based on the level of family income. The percentage is based on data available from the U.S. Department of Education at their web site: <http://nces.ed.gov/ccd/schoolsearch/>

**Students with Disabilities:** Students with Disabilities are those who qualify for assistance under part B of the Individuals with Disabilities Education Act (IDEA). The Standards and Poor’s web site <http://www.schoolmatters.com> provides percentage of students with disabilities by school house, but data is not available for all states.

**High percentage of Students with Disabilities:** A “high percentage” is considered to be any percentage over the nation wide average for students eligible for assistance under part B of IDEA. If data is not available from the Standards and Poor’s web site, individual school districts may have this information available for their schools.

## Qualifying Schools for the Stipend or Bonus

TTT participants that receive financial assistance from Troops to Teachers in the form of the stipend or bonus must teach for three years in a school that meets one of the criteria listed under the appropriate category.

### STIPEND

A

Any public school whose District's  
Poverty Level is  
20% or more

B

Any public school whose District serves  
10,000 or more students from  
Poverty Level families

C

Any public school whose District's  
Poverty Level is  
10% or more  
**and**  
the school's free/reduced cost lunch  
percentage is  
50% or more

D

Any public school whose District's  
Poverty Level is  
10% or more  
**and**  
the school has a "high percentage"  
(determined annually\*) of students with  
disabilities

### BONUS

A

Any public school whose School District's  
Poverty Level is  
10% or more  
**and**  
the school's free/reduced cost lunch  
percentage is  
50% or more

B

Any public school whose District's  
Poverty Level is  
10% or more  
**and**  
the school has a "high percentage"  
(determined annually\*) of students with  
disabilities

\* The IDEA percentage is updated annually based on the national average.

# Contact Information

National Office 1-800-231-6242, E-mail [ttt@voled.doded.mil](mailto:ttt@voled.doded.mil), Home Page: [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com)

State	Coordinator	Phone	Email
AL	Steve Traylor	800-723-6841	troopstoteachers@alsde.edu
AK	Bill Petrozzi	866-753-5114	bill_petrozzi@eed.state.ak.us
AZ	John Scheuer	800-830-2134	JScheue@ade.az.gov
AR	Mike Sanders	501-682-5535	msanders@arkedu.k12.ar.us
CA	Rick Nathanson	800-966-2860	rnathanson@caltroops.org
CO	Joe Morgan	800-438-6851	colottt@uccs.edu
CT	<i>Contact office in ME</i>		
DE	Contact office in PA		
FL	Ron Burton	888-358-7667	troopstoteachers@fldoe.org
GA	Bill Kirkland	800-745-0709	GATroopsToTeachers@gapsc.com
HI	Bryan Miller	800-420-3688	hawaiiittt@notes.k12.hi.us
ID	Contact office in MT		
IL	Joan Ryan	217-782-7838	S-JLR@dva.state.il.us
IN	Contact office in MI		
KS	<i>Contact office in CO</i>		
KY	Larry Fohl	888-598-7667x236	epsbkyytroops@ky.gov
LA	Al Almodovar	800-761-3012	Almodovar@juno.com
MA	<i>Contact office in ME</i>		
ME	Don Sweeney	888-463-6488	nnettt@maine.edu
MD	Robert Henry	866-251-3123	rhenry@msde.state.md.us
MI	David Ratajik	866-801-0007	RatajikD@Michigan.gov
MN	Contact office in WI		
MS	Chris Carey	800-647-7832	ccarey@mdes.ms.gov
MO	Chad Schatz	877-530-2765	chad.schatz@dese.mo.gov
MT	LeRoy (Le) Gaub	866-478-3224	ttt@montana.edu
NE	Contact office in CO		
NV	<i>Contact office in CO</i>		
NH	<i>Contact office in ME</i>		
NJ	Melissa Fantozzi	800-680-0884	tttnj@doe.state.nj.us
NM	Contact office in CO		
NY	Sanford Lake	877-493-2444 In-state (518) 473-9847	slake@mail.nysed.gov
NC	Paul Gregg	888-878-1600	pgregg@dpi.state.nc.us
ND	Contact office in MT		
OH	Veronica Whetsell	800-852-6064	Veronica.Whetsell@ode.state.oh.us
OK	Shelby Satterfield	800-286-6513	shelby_satterfield@sde.state.ok.us
OR	Karyn Chambers	503-378-3600, x 2215	karyn.chambers@state.or.us
PA	Christine Hawk - Temp	866-242-3295	ra-troopstoteachers@state.pa.us
RI	<i>Contact office in ME</i>		
SC	Mary Wright	866-269-5672	mwright@sctechners.org
SD	Contact office in MT		
TN	Mike Schroeder	800-286-5301	Mike.Schroeder@state.tn.us
TX	Meryl Kettler	800-810-5484	meryl.kettler@esc13.txed.net
UT	Contact office in CO		
VT	<i>Contact office in ME</i>		
VA	Joseph Wargo	800-560-4317	jwargo@odu.edu
WA	George Willett	800-743-2357	gwillett@ospi.wednet.edu
WV	Laura Kiser	800-982-2378	lkiser@access.k12.wv.us
WI	Steve Campbell	800-947-8387	steve.campbell@dva.state.wi.us
WY	<i>Contact office in MT</i>		
Other States & U.S. Territories		800-231-6242	ttt@voled.doded.mil

Revised 04/26/06

# STATE CERTIFICATION AGENCIES

**All other states refer to Troops to Teachers' State Offices**

<b>DISTRICT OF COLUMBIA</b> District of Columbia Public Schools The Presidential Building 825 North Capitol Street, NE, 6th Floor Washington, DC 20002 Ph: (202) 442-5377/Fax: (202) 442-5311  <a href="http://www.teachdc.org/overview.asp">http://www.teachdc.org/overview.asp</a>	<b>IOWA</b> Practitioner Preparation Consultant Grimes State Office Building Des Moines, IA 50319 Ph: (515) 281-3427/Fax: (515) 281-7669 Email: <a href="mailto:susan.fischer@ed.state.ia.us">susan.fischer@ed.state.ia.us</a>  Teacher Certification: <a href="http://www.state.ia.us/boee/">http://www.state.ia.us/boee/</a> To request applications and related rules/ processes: (515) 281-6792/(800) 778-7856 Licensing staff (Mon-Fri, 12:00-4:00pm): (515) 281-3245	<b>DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)</b> DoDEA Personnel Ctr, Recruitment Unit 4040 North Fairfax Drive Arlington, Virginia 22203-1634 Ph: (703) 696-3081/3046/3067/3068 Fax: (703) 696-2697/2699 DSN: 426-3046 or 3067 E-mail: <a href="mailto:recruitment@hq.odedodea.edu">recruitment@hq.odedodea.edu</a>  <a href="http://www.odedodea.edu">http://www.odedodea.edu</a>
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## REGISTRATION INSTRUCTIONS

The following documents provide information and registration forms for the Troops to Teachers program. To register for the program, complete the Registration Form, the Teaching Subject Area Interest Survey, and the Vocational/Technical Interest Survey. Category RC-2 and RC-4 Registrants will also need to complete the Letter of Intent for Selected Reserve Service.

Please note that additional documentation (such as military and educational verification) is required as specified at the bottom of the Registration Form. These documents may be copies as long as they are legible. The transcript should reflect the highest degree and list the date the degree was conferred.

You should receive a response from our office within 30 days from the receipt of your registration package.

The Department of Education establishes the operating rules that govern the schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. There are revised rules which determine these eligible schools. These revised rules will take effect for anyone registering in the Troops to Teachers program on or after the implementation date of 15 September 2005.

Please do not submit resumes to this office.

Checklist – Did you:

- ☐ Include a signed & dated registration form (page 8), academic subject area interest survey (page 9), and vocational/technical interest survey (page 10)? Unsigned registrations will be returned.
- ☐ Include a photocopy transcript of your highest degree received, showing degree and date awarded?
- ☐ Submit the documents required for your eligibility category which may include a DD214 (member copy 4), approved voluntary retirement letter, Leave and Earnings (LES) statement, yearly point summary, three-year letter of intent (page 11), or record of service? See registration form (page 8) for list of required documents.
- ☐ Fill in your estimated or actual retirement/separation date in the Military Service section of the registration form (page 8)?
- ☐ Make a complete copy of the registration package for your records?

## Definitions of Supporting Documents

**TTT will accept legible copies of all supporting documents. Documents received by FAX, especially college transcripts, often do not transmit clearly. Supporting documents should be submitted by U.S. Mail rather than FAX.**

**Vocational/Technical Interest Survey:** All participants are required to return a completed vocational/technical interest survey. A blank form is included with the registration package, can be requested from the national office or can be downloaded from website [www.proudtoserveagain.com](http://www.proudtoserveagain.com). This information is vital to the TTT referral process. Potential employers can use this information to locate participants to interview for vacancies. Please keep our office apprised of any changes. If you do not wish to be referred for vocational positions, mark the “Do not refer for vocational employment” block on the survey.

**Teaching Subject Area Interest Survey:** All participants are required to return a completed teaching subject area survey. A blank form is included with the registration package, can be requested from the national office or can be downloaded from website [www.proudtoserveagain.com](http://www.proudtoserveagain.com). This information is vital to the TTT referral process. Potential employers can use this information to locate participants to interview for vacancies. Please keep our office apprised of any changes. If you only wish to be referred for vocational positions, mark the “Vocational” block on the survey.

### **College Transcripts:**

Elementary or Secondary Teaching: Submit a copy of the highest degree awarded showing the degree received, institution awarding the degree and the date awarded. For those with more than one Bachelors or Masters Degree submit the most recent transcript.

Vocational Teaching: Submit documentation validating the equivalent of one year of college. Documents acceptable are: college transcripts to include CCAF, AARTS/SMARTS transcripts, and/or college subject testing reports (CLEP, DSST, etc.).

**DD Form 214:** Submit a copy of DD Form 214, Member Copy 4. For those who do not have the Member Copy 4, contact the Veterans Affairs Office 800-827-1000 or Troops to Teachers for procedures to request this form.

**Approved Voluntary Retirement Letter:** Submit a copy of the official document authorizing a specific retirement date.

**Leave and Earning Statement (LES):** Submit a copy of current LES which validates affiliation with a drilling reserve component.

**Yearly Point Summary:** This most recent point summary is required to verify the years of service for Reserve Component personnel. The required form is listed below.

Army National Guard - NGB 23	US Navy Reserve - NRPCC 1070/124
Air National Guard - AF 526	US Marine Corp Reserve - CRCR (Career Retirement Credit Report)
US Army Reserve - ARPC 249-E	US Coast Guard Reserve - CG 4175A
US Air Force Reserve - AF 526	

**Three Year Letter of Intent:** If financial assistance is received, Selected Reserve members must submit a letter of intent to remain in the Selected Reserve for 3 years or until retirement eligible.

**Report of Separation/Record of Service:** For retiring Reserve Component members or those who separate due to a physical disability. The required form is listed below.

Army National Guard - NGB 22	US Navy Reserve - DD214
Air National Guard - NGB 22	US Marine Corp Reserve - DD214
US Army Reserve - DD214	US Coast Guard Reserve - DD214
US Air Force Reserve - DD214	



Troops to Teachers is a cooperative program of the Department of Education and Department of Defense which provides referral and placement assistance to military personnel interested in teaching as a second career in the K-12 public school system. Financial assistance may be available towards teacher certification expenses with a commitment to teach in a “high-need” school or as an incentive to teach in a school serving a high percentage of disadvantaged students.

**A: Eligibility for Financial Assistance:**

Individuals in the following categories may apply for financial assistance:

(*AD = Active Duty, RC = Reserve Component*)

**AD-1** Retired from active duty.

**AD-2** Active duty member with approved date of retirement and has one year or less remaining before retirement.

**AD-3** Separated on or after 8 Jan 02 for physical disability. Must register within four years after separation. Please note, medical discharge is not the same as discharge due to physical disability.

**RC-1** Retired from the Selected Reserve.

**RC-2** Currently serving in the Selected Reserve with 10 or more years of creditable service towards retirement and commit to serving an additional three years or until eligible for retirement.

**RC-3** Selected Reserve personnel separated due to a physical disability on or after 8 Jan 02. Must register within four years after separation.

**RC-4** Transitioning from active duty on or after 8 Jan 02, and have served six years on active duty immediately before separation, and commit to three years with the Selected Reserve.

**Obligations**

Individuals receiving financial assistance must agree to teach for three years in targeted schools. Reserve personnel must also commit to continue in the Selected Reserve for an additional three years or until eligible for retirement, whichever is less.

**Education Requirements**

**Academic Subject Teacher:** Baccalaureate or advanced degree from an accredited institution at the time of registration.

**Vocational/Technical Teacher:**

Equivalent of one year of college with six years of military experience in a vocational or technical field or meet state requirements. Eligible for vocational referral and, if applicable, vocational certification expenses only.

**Service Requirements**

An individual is eligible to participate in the program only if the last period of service was honorable.

**B: Eligibility for Referral and Placement Assistance:**

1) active duty personnel who separate with six or more years of service on or after 1 Oct 90, or 2) current members of the Selected Reserve with six or more years of creditable service towards retirement may register for referral and placement assistance. Individuals registering for referral and placement assistance must meet the education and service requirements noted above.

**State Points of Contact**

Points of contact for TTT information have been established for most states to assist participants with counseling, certification requirements, referral and placement assistance. The TTT homepage provides a list of contact information at:

<http://www.proudtoserveagain.com>.

**Searching for Teaching Positions**

An Internet Job Referral Job site is available at:

<http://www.jobs2teach.doded.mil>.

**Submitting Registration Form**

Send the completed form along with supporting documents to:

DANTES  
Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

**Troops  
To  
Teachers  
Registration Form**

**An Avenue to a Second Career  
In Public Education**

*Army  
Navy  
Marine Corps  
Air Force  
Coast Guard  
Selected Reserve  
National Guard*

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***Make a Difference – Be a Teacher!***



# Academic Subject Area Interest Survey

**INSTRUCTIONS:** Identify those subject areas in which you have an academic background and are interested in teaching. If you have a teaching certificate in a specific area, please indicate by also placing a "C" in the appropriate block. **Attach a copy of your teaching certificate.** If there is a specific subject under an area (i.e., Science - Biology), you may indicate that subject in the Subject Area block. This is particularly important for Languages, Science and Vocational subjects.

## SAMPLE:

You send this survey to:

**DANTES**

**ATTN: Troops to Teachers**

**6490 Saufley Field Road**

**Pensacola, FL 32509-5243**

SUBJECT AREA	Interest
Computer Science	x
Language - <b>German</b>	x
Math - <b>Algebra</b>	x C

SUBJECT AREA	Interest	SUBJECT AREA	Interest	SUBJECT AREA	Interest
Agriculture		English/Communication Skills		Music	
Art		English as a Second Language		Physical Education	
At Risk/Alternative		Geography		Reading	
Bilingual		History		Science	
Business		Home Economics		Social Studies	
Computer Science		Library Science		Special Education	
Drama		Languages		Speech	
Elementary Education		Math		Vocational – Complete Vocation Interest Survey	
Other		Other		Other	

## TEACHING LEVEL PREFERENCE: (Mark [X] all that apply)

Elementary		Middle School		High School		Vocational		Special Education	
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## PRIVACY ACT STATEMENT

**Authority:** 5 U.S.C. 301, E.O. 9397

**Principal Purpose:** To provide information to public and private schools, educational institutions and education organizations.

**Routine Use(s):** The information collected may be released to local education agencies (school districts both public and private), institutions of higher education (colleges, universities, and other institutions offering teacher certification programs), and organizations that provide assistance in helping Troops to Teachers participants to become certified and/or employed.

**Note:** This information will be made available to participating educational institutions via the World Wide Web (also known as the Internet). DANTES is employing various safeguards to prevent against unauthorized access to or disclosure of the information via the Internet. It is possible, however, that members of the public could gain incidental or accidental access to the database through the Internet.

**Release:** Voluntary, however, failure to provide the requested information may result in limited exposure to certification and/or employment opportunities.

I hereby authorize the release of personal information which may enhance employment opportunities or gain access to teacher certification opportunities.

Name: (First, MI, Last)

**Please Print or Type**

Social Security Number

Signature

Date

Revised 05/29/03

# Troops to Teachers Vocational/Technical Interest Survey

**INSTRUCTIONS:** Submission of this form is required for registration to the Troops to Teachers program. Although there is a great need for teachers, it will vary depending on the location and the subject area. Skills to teach a vocational subject may help your initial employment search and allow you to gain experience in the teaching field. If you do not want to be referred for vocational employment, check the "Do not refer for vocational employment" block below.

To qualify for Troops to Teachers for Vocational/Technical Education, you must have the equivalent of one year of college with six years military experience in a vocational or technical field or meet state requirements.

Column 1. Enter the number of years experience for those skill areas in which you have a minimum of 6 years experience or meet state requirements and would consider teaching. Choose as many as *appropriate*.

Column 2. Indicate (√) if you have a certificate to document your skill level.

You may send this survey to: DANTES/Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

<b>Name:</b>	<b>SSN#:</b>
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<input type="checkbox"/> <b>Do not refer for vocational employment.</b>	<b>E-mail:</b>
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AVIATION:	Years of Experience	Certificate	ELECTRONICS:	Years of Experience	Certificate
Airframe Maintenance/Repair			Audio Visual		
Flight & Ground Instruction			Communications		
Powerplant Maintenance/Repair			Radio & Television		
			Technology		
<b>BUILDING/CONSTRUCTION:</b>			Telecommunications		
Carpentry			Telephone Equipment		
Electrical					
Heating & Air Conditioning			<b>HEALTH OCCUPATIONS:</b>		
Masonry			American Sign Language		
Metal Work			Biomedical Equipment Technology		
Painting			Dental Technology		
Plumbing			Dietetics/Nutrition		
Refrigeration			Medical Technology		
			Radiation Therapy Assisting		
<b>COMPUTER:</b>			Water Treatment		
CAD/CAM <small>(Computer Aided Design/Computer Aided Manufacturing)</small>					
Hardware			<b>TRADE SUBJECTS:</b>		
Internet			Automotive		
LAN Applications			Diesel		
Programming			Drafting		
Software Application			Graphics		
			Heavy Equipment		
<b>OTHER:</b>					

## FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

The information collected by this Survey may be released to education agencies to promote opportunities for your employment.

**Troops to Teachers**  
**Letter of Intent for Selected Reserve Service**  
**For Category RC-2 and RC-4 Registrants**

Subject: Letter of Intent for Selected Reserve Service

From: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT or TYPE (Last, First, MI)  
(mm/dd/yyyy)

To: DANTES  
Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509

I hereby confirm my intention to serve not less than 3 years in the Selected Reserve (or until retirement eligibility, whichever is less) from the date of receipt of any financial assistance provided by the Troops to Teachers program. If I fail to fulfill the full three years of Selected Reserve service, I will reimburse the Troops to Teachers Program the same proportion of funds equivalent to the amount of un-served reserve time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SSN